

**Section 10.2 FUNCTIONS MENU****Employee Data Collection Adjustments - Selection Tab  
Data Collection Adjustments - Selection Tab**

Purpose	This section provides the procedures for <b>Timekeepers</b> to select the TKU(s) and employees for Data Collection adjustments for prior pay periods by using the <b>Data Collection Adjustments</b> window. <b>Employees</b> may make adjustments to their own time by using the <b>Employee Data Collection Adjustment</b> window and selecting the appropriate pay period.
Tab	Selection
Reminders	<ol style="list-style-type: none"> <li>1. The Selection tab is accessed through the Functions, Employee Data Collection Adjustment or Data <u>C</u>ollection Adjustment items from the menu bar.</li> <li>2. The Selection tab contains a Selection Criteria window and a Selection List window.</li> </ol> <p><b>Timekeeper - Data Collection Adjustment Window</b></p> <p>Timekeepers enter the applicable selection criteria in the Selection Criteria window to select specific employees. The Selection List window displays data that matches the selection criteria. The minimum criteria is department, agency, Timekeeping Unit (TKU), pay period end date and appropriate radio button (Time, Equip or Both). The Radio buttons indicate what is to be displayed in the Selection List window and determine which tabs will be activated. If the Time button is selected then only the Time, Emp Info and History tabs are activated. If the Equipment button is selected, then the Equipment, Emp Info and History tabs are activated. If the Both buttons are selected, then time and equipment data may be adjusted and the Emp Info and History tabs are activated. The Activity and Inventory tabs are always inactive.</p> <p>Non-employees are not displayed. Hours for non-employees can be adjusted using the Modify button on the Data Collection window.</p> <p><i>Continued</i></p>

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**Employee Data Collection Adjustment and  
Data Collection Adjustment - Selection Tab**

Reminders (Continued)	<p><b>Employee - Employee Data Collection Adjustment Window</b></p> <p>The Employee's selection criteria is pre-filled with the employee's department, agency and TKU. Also displayed is the employee's Social Security Number and the prior pay period end date. The employee has the option of selecting the pay period for the adjustment. Once the Select button is clicked, the employee's selection criteria is displayed in the Selection List window and the other tabs are activated as described above.</p> <p>If the employee held two positions for the pay period or is a multiple position employee, a pop-up window is displayed to allow the employee to select the appropriate position to enter the adjustment.</p> <p><b>3.</b> All adjustments that generate a Gross Pay Adjustment (GPA) are processed on the <b>last TKU release day</b>. Adjustments made to the number of hours and hours type reported are processed the same day they are approved.</p>
References	<i>No Specific References</i>

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**Selection Tab**

The following window is displayed when Functions, Employee Data Collection Adjustment or Data Collection Adjustment items are selected from the Menu bar. The steps are described on the following pages.

**DCDS 03.01.02**

File Edit Options Functions Params Reports Window Help

**Data Collection Adjustment**

Selection Time Activity Equipment Inventory Emp Info History

**Selection Criteria**

Dept: 59 Agy: 01 TKU: 100 PP End Date: 6/9/2001

SSN: -- Name:

☒ Time ☐ Equipment ☐ Both

**Selection List**

Name	SSN	Eff Dt	Exempt	Category	Status	Adj Type	Adj Nu
ANDREWS, MERCEDES A	590-01-0015	07/03/1999	Y	TIME	SUBM	DCB	1684
BEECH, PILL A	590-01-0004	04/13/1990	N	TIME	SUBM	DCB	1685
KEEFER, INGERSOLL A	030-03-1245	01/26/1994	N	TIME	SUBM	DCB	1686

<=> Copy From Submit Prev Used CB Copy Time Delete Save Close

## DCDS Input Procedures

### Selection Tab (Selection Criteria)

Follow the steps below to select employees to adjust time and/or equipment information.

Step	Field Name	Action
1	Dept*	<p>Select the appropriate department number from the dropdown list or enter the department number. The first department the user has access to is the default.</p> <p><b>Note:</b> When a department has been selected all valid agencies for the department will be displayed in the agency dropdown list.</p>
2	Agy*	<p>Select the appropriate agency number from the dropdown list or enter the agency number. The first agency the user has access to is the default.</p> <p><b>Note:</b> When an agency has been selected all valid TKUs for the agency will be displayed in the TKU dropdown list.</p>
3	TKU*	<p>Select the Timekeeping Unit (TKU) number for the dropdown list or enter the TKU number.</p> <p><b>Note:</b> If the user is only authorized to enter time for one TKU, that TKU number will automatically display.</p>
4	PP End Date*	<p>The last day of the previous pay period will automatically display. Select the appropriate pay period end date for which to enter the adjustment.</p> <p><b>Note:</b> The next pay period will not display until time and attendance processing is complete.</p>
5	SSN	<p>Enter the employee's Social Security Number, if selecting only one employee. The department, agency and TKU are <b>not</b> required. Click the Select button and the data will be displayed in the Selection List window.</p>

*\*indicates a required field that must be entered*

**DCDS Input Procedures  
Selection Tab (Selection Criteria)**

Step	Field Name	Action
6	Name	Enter the last name or partial name of the employee, if selecting only one employee within a department. The Dept, Agy and TKU are required when selecting by name. Click on the Select button and the data will be displayed in the Selection List window.
7	Time	To select employee's time information only, click the Time radio button.  <b>Note:</b> The time button automatically defaults.
8	Equipment	To select employee's equipment information only, click the Equipment radio button.
9	Both	To select employee's time and equipment information, click the Both radio button.
10	Select button	Click on the Select button located at the top of the window (or press Alt + L). Employee information appears in the Selection List window based on the selection criteria. Employee names will appear in alphabetical order.
11	Selection List window	Highlight the employees from the selection list for which adjustment information is to be entered or updated. For employees making their own adjustments, their name will automatically be highlighted. The fields displayed in the Selection List window are described on the next page.
12	Tab	Click on the appropriate tab, Time or Equipment, to enter an adjustment. This displays a window where the data collection adjustment information can be entered.

**Selection Tab (Selection List)**

The following information is displayed:

<b>Field Name</b>	<b>Description</b>
Name	The employee's name.
SSN	The employee's Social Security Number.
Eff Dt	The appointment date or the start date for employee's appointment.
Exempt	<p>Displays the Fair Labor Standard Act code which indicates an employee's overtime pay eligibility. One of the following displays:</p> <ul style="list-style-type: none"> <li>■ <b>Y</b> - Not Eligible</li> <li>■ <b>N</b> - Eligible</li> </ul> <p><b>Note:</b> <b>Y*</b> indicates eligibility on an exception basis.</p>
Category	The words <b>Time</b> or <b>Equipment</b> will display to indicate the type of data that can be adjusted.
Status	<p>The Status code indicates the status of each adjustment. One of the following codes will display:</p> <p><b>'blank'</b> - If the field is blank, this indicates the adjustment has been entered but not submitted.</p> <p><b>SUBM</b> - Indicates the adjustment has been submitted.</p> <p><b>APPR</b> - Indicates the adjustment has been approved.</p> <p><b>PROC</b> - Indicates the timesheet has been processed and may be selected, if an adjustment is needed. It may also indicate an adjustment has been processed. If this is the case, an adjustment type will also be indicated.</p> <p><b>HSNT</b> - Indicates an Hours Adjustment.</p>

**Selection Tab (Selection List)**

Field Name	Description
Adj Type	<p>Displays a code to identify what kind of adjustment was made. The Data Collection adjustment types are listed below.</p> <p><b>Note:</b> When adjustments are submitted and approved, the adjustment type code will never contain a <b>G</b>, indicating a Gross Pay Adjustment, until <u>after</u> they have been processed through the payroll calculation process in HRMN. When these records are returned to DCDS, a determination is made whether or not a GPA resulted. If a GPA resulted, then the code of <b>G</b> will be displayed within the code (i.e., DCGH). Also, if an inquiry is performed on an adjustment prior to records being returned from HRMN, the dollar amount cannot be displayed in DCDS on the Adjustment Inquiry.</p> <p><b>DCGH</b> - Data Collection Gross Pay Adjustment (GPA) and Hours Adjustment</p> <ul style="list-style-type: none"><li>■ A DCGH adjustment occurs when a GPA amount is greater than or less than zero and hours have been changed, but no coding blocks were changed.</li><li>■ Either a negative or positive GPA will be processed. The GPA Reason code will default to TAA.</li></ul> <p><b>DCGB</b> - Data Collection GPA and Both a Coding Block and Hours Adjustment</p> <ul style="list-style-type: none"><li>■ A DCGB adjustment occurs when a GPA amount is greater than or less than zero and both coding blocks and hours were changed.</li><li>■ This is the same process as DCGH adjustment type, however the coding block information will be processed by DCDS distribution and passed to R★STARS nightly.</li></ul>

**Selection Tab (Selection List)**

Field Name	Description
Adj Type (Continued)	<p><b>DCH</b> - Data Collection Hours Adjustment Only</p> <ul style="list-style-type: none"><li>■ A DCH adjustment occurs when the GPA amount is zero and only hours were changed.</li></ul> <p><b>DCB</b> - Data Collection Both Coding Block and Hours (No GPA)</p> <ul style="list-style-type: none"><li>■ A DCB adjustment occurs when the GPA amount is zero and both coding blocks and hours were changed.</li><li>■ An adjustment resulted in no change from a previously processed version of a timesheet.</li></ul> <p><b>DCC</b> - Data Collection Coding Block Only</p> <ul style="list-style-type: none"><li>■ A DCC adjustment occurs when the GPA amount is zero and only coding blocks were changed.</li><li>■ Adjustment is processed through labor distribution in DCDS and then passed to R★STARS.</li></ul> <p><b>EQAD</b> - Equipment Distribution</p> <ul style="list-style-type: none"><li>■ A EQAD adjustment occurs when equipment information is adjusted.</li></ul>
Adj Number	The number of the adjustment generated by DCDS.